

CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU
(Formerly known as Regional Research Laboratory, Jammu)
Canal Road, Jammu – 180 001 (India)
Srcoa@iiim.res.in, Phone: 0191-2585025, 2585026 (Fax)

NIT No: Z-14013/1/2024-Gen.

Dated: 14.10.2024

EMPANELMENT OF ADVERTISING AGENCIES

Indian Institute of Integrative Medicine is a premier National Institute and one of the constituent laboratories of Council of Scientific & Industrial Research.

Offers are invited electronically super scribing 'OFFER FOR EMPANELMENT OF ADVERTISING AGENCIES' at NIC CPPP e-portal on or before 06.11.2024 up to to 3.00 PM and same shall be opened on 07.11.2024 at 3.30 PM. Offers from Advertising Agencies must meet criteria mentioned below:

1. Particulars desired should be filled separately at a page named as Annexure-A.
2. Only those advertising agencies are eligible to apply who are fully INS accredited (enclose copy).
3. Annual turnover should be minimum of 05 crores (enclose copies).
4. Branch of advertising agencies at Jammu (enclose proof).
5. Experience of advertising agencies should be minimum 10 years (enclose proof).
6. The advertising agencies should never have been blacklisted.
7. Performance security of Rs. 15,000/- (Rupees Fifteen thousand) in the form of D.D. drawn in favour of Director, IIIM, Jammu payable at Jammu is to be attached.
8. They shall publish advertisements on DAVP rates as applicable at the time of release of advertisements.

TERMS & CONDITIONS

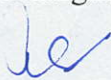

1. Advertisement for publication shall be collected by the authorized representative of the advertising agency from this Institute by hand as and when required otherwise communication through e-mail/Telephone shall be made. However, telephone call will be made to the advertising agency as and when advertisement becomes ready for publication in the newspapers.
2. The designing/artwork for each and every advertisement of IIIM, Jammu will be done by the advertising agency including translation into Hindi language as and when required before they are released for publication.
3. The advertisements in local newspapers should be published immediately on the same day as indicated local newspaper as well as national/out-station dailies; it should be published on the same date.
4. The decision regarding the release of advertisement on a particular day and date will be the sole discretion of IIIM, Jammu.
5. If the firm charges GST in his bills, the rates of GST should be clearly mentioned. GST is payable as admissible under the rules subject to submission of GST Challan/Return etc. as documentary proof in support of having deposited the GST in tax department.



6. The original bills of newspapers should be submitted along with full page of press advertisement i.e. Newspapers to enable IIM to verify the bills as well as for keeping records.
7. The payment for above mentioned services will be made within thirty days on submission of the correct bill; however, in case of any delay no extra charges/interest will be paid.
8. The institute shall have further right to adjust and/or deduct any of the amount as aforesaid from the payment due to advertising agency under this contract.
9. TDS/Income Tax etc. are to be deducted at source from the Bills of contractors as per rules.
10. The bid should be clear and without any condition. Conditional bid shall be summarily rejected.
11. Earnest money shall be forfeited if the successful bidder fails to submit order acknowledgement and sign the formal agreement within 7 days from the date of issue of award or fails to execute services as per laid down terms and conditions within 7 days from the date of commencement given in the work order.
12. The tender document duly signed on all pages shall be submitted along with the Technical bid failing which the technical bid shall not be considered.
13. In case of delay in publishing the agreement beyond 24 hours time. The firm is liable to pay 10% of the work order or @ Rs. 1000/- per day whichever is higher. Non execution of order beyond one week shall be liable to termination of the contract.
14. The agency will not charge any extra payment for designing, translation and art work.
15. CSIR-IIM will prepare a panel of advertising agencies which meet the eligibility criteria defined in the tender document. Advertisement will be given by rotation to the empanelled agency.
16. The Director, IIM, Jammu reserves the right to accept or reject the tender without assigning any reason thereof.

COMMENCEMENT AND TERMINATION

1. The agreement shall come into force with effect from the date of signing it on non-judicial stamp and shall remain in force for a period of two years. This agreement may be extended on such terms and conditions as are mutually agreed upon.
2. The agreement may be terminated on any of the following conditions.
 - i) On expiry of the contract period as stated above.
 - ii) By giving one month's notice by IIM, Jammu.
 - iii) Losses suffered by IIM, Jammu due to lapse or compromise in the quality of services provided.
 - iv) On assigning the service or any part thereof or any benefit or interest or interest therein or there under by the second party to any third person or subletting whole or part of the contract to any third person or party.
 - v) By giving one month notice on account of policy decision by CSIR/Govt. to abolish such service system through private contractor. During the notice period for termination of the contract, in the situation contemplated above, the second party shall keep on discharging his duties as before till the expiry of the notice period.



ARBITRATION CLAUSE

1. In the event of any question of dispute/differences arising out of or in any way touching or concerning this agreement whatsoever the same shall be referred to Delhi International Arbitration Centre (DIAC) set up under Arbitration and Conciliation (Amendment) Act, 2015 whose decision thereon shall be final and binding on the parties thereto.

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Annexure-A

To,

**Controller of Administration,
Indian Institute of Integrative Medicine,
Canal Road, Jammu**

EMPANELMENT OF ADVERTISING AGENCIES WITH INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

1.	Name of the Agency	
2.	Full-fledged Head Office details with telephone, email, fax No. and the name(s) of the contact person(s).	
3.	Detail of branch office at Jammu address and contact info.	
4.	Branch offices across India with addresses, phone numbers, fax, email address and contact person.	
5.	Year of establishment and experience in advertising business.	
6.	Detail of full INS accreditation.	
7.	Empanelment with DAVP	
8.	Willingness to work on DAVP rates	
9.	Income Tax-PAN Number	
10.	GST Registration Number	
11.	Staff Strength (at Zonal Headquarter)	
12.	Details of Other Infrastructure and Manpower	
13.	Blacklisting Status	
14.	Experience a) List of major present and past Clients particularly Central Govt./ State Govt./ Educational Institution / Autonomous bodies/ Public/ Private Sector companies/ etc.) to be enclosed along with documentary evidence (period to be specified) b) Experience with Central Government Organization (Indicate Yes or No) If yes (details to be specified) c) Experience with CSIR-IIIM, Jammu (Indicate Yes or No) If yes specify the period	
15.	Details of Agency Turnover for the last three financial years duly supported by CA certificate	
16.	Income Tax return for the last three years	

Date:

Place:

Signature:

Name of Signing Authority:

Seal of the Agency: